



JANE DEE HULL  
GOVERNOR

STATE OF ARIZONA  
*Department of Emergency And Military Affairs*  
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THE ADJUTANT GENERAL  
MAJ. GEN. DAVID P. RATA CZAK  
DIRECTOR

PERMANENT NOTICE  
DO NOT COVER

AZAA-IG (20-1a)

6 April 2005

MEMORANDUM FOR ALL MILITARY PERSONNEL, TECHNICIANS, AND CIVILIAN  
EMPLOYEES OF THE ARIZONA NATIONAL GUARD

SUBJECT: Right to Request Assistance from the Inspector General

1. It is the right of military personnel (both part-time and full-time), technicians, and civilian employees of the Arizona National Guard to present to the Inspector General, orally or in writing, their individual complaints or requests for assistance. However, prior to requesting assistance from the Inspector General, you should consider whether your problem may be resolved more quickly and simply by referring it through your chain of command, to your commanding officer, through your NCO support channel, or to your supervisor and his/her superior.
2. For military technicians, there are several appeal routes other than the Inspector General for submitting and processing grievances, complaints or requests for assistance, such as: using the Negotiated Grievance Procedures, the Agency Grievance Procedures, or the Equal Opportunity Office. If you desire to submit such a grievance pertaining solely to matters related to technician employment, the employee relations specialist in the Human Resource Management Office is available to advise you. Those who are covered by a Negotiated Grievance Procedure should contact their union steward. If you have a complaint relating to discrimination in employment because of race, color, religion, sex, national origin or handicap condition, you should contact the Equal Opportunity Office.
3. Problems pertaining to hazardous work conditions (unsafe or unhealthy) should be reported to the Facility Safety Council, State Occupational Safety and Health Office (ARNG) or Safety Officer/NCO (ANG).

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4. Requests for assistance, other than those discussed in paragraph 2 and 3 above, may be registered with the State Inspector General at the following location:

NAME: COL Edward L. Flinn, Inspector General  
MAJ Cosme F. Lopez, Deputy Inspector General  
SFC Justin M. Daily, Inspector General NCO

OFFICE HOURS: 0700-1530

ROOM: #C-6, Building 101

ADDRESS: 5636 E. McDowell, Phoenix, Arizona 85008-3495

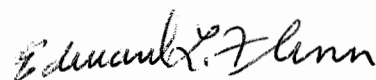
TELEPHONE: Com: (602) 267-2670\* DSN: 853-2670\*

\* An answering service allows you to leave messages 24 hours a day.

5. If you wish to visit the Inspector General during your duty hours, you must first obtain permission from your commander or supervisor to be absent from your duties. However, you are not required to discuss the nature of your complaint with anyone prior to seeing the Inspector General.

6. Reprisals of any type against you for filing a complaint, requesting assistance or cooperating with the Inspector General are strictly forbidden. However, if under any guise of presenting a legitimate complaint to an Inspector General, you knowingly make untruthful statements, you can be subject to disciplinary action.

FOR THE ADJUTANT GENERAL:



EDWARD L. FLINN  
COL, US ARMY  
Inspector General